

VIRGINIA HIGHLANDS COMMUNITY COLLEGE BOARD
Thursday, March 21, 2013

The regular scheduled meeting (No. 275) of the Virginia Highlands Community College Board was held on Thursday, March 21, 2013. Lunch with the VHCC Educational Foundation Board members began at 12 noon in NEB 120 followed by the business portion of the meeting at 1:05 p.m. in the College Boardroom.

During the luncheon, Jason Corvin, Advisor for the Wolf Grounds Coffee Shop, provided an overview of the student-operated coffee shop. The Wolf Grounds provides hot lattes, iced coffees, teas, and baked items. The coffee is organically grown and provided by Abingdon's Zazzy'Z Coffee, the cups and paper products are made from recycled materials, and the business receives a portion of its power from windmills and solar panels as part of VHCC's Energy Technology program. Also, the student employees are enrolled in Jason's Entrepreneurship class and are receiving hands-on experience in accounting, market research, business planning and the daily "ins" and "outs" of small business.

David Matlock, reviewed the Institutional Advancement's college board activity report. This included an overview of the Richard Leigh Music Festival, the online website for information and ticket purchase, and the lineup of five of Nashville's Grammy-award winning songwriters. This festival will benefit VHCC's Great Expectations Program for foster care students. Richard lost his parents at a very young age and was in the foster care system for several years before being adopted.

Members Present

Gary "Bo" Catron, Washington County
Tony Miller, Washington County
Tom Hicok, Washington County
Bill Rush, Smyth County
Ronald Morgan, City of Bristol
Susan Long, City of Bristol
Jamey Rector, City of Bristol
Virgil Wimmer, Washington County

Members Absent

Kimberly Clark, Smyth County

Staff Present

Dr. Ron Proffitt, President and Secretary to the Board
Dr. Hara Charlier, Vice President Instruction and Student Services
Melinda Leland, Dean, Workforce Training and Continuing Education
Christine Fields, Vice President Finance & Administration Services
Laura McClellan, Human Resource Manager
Mary Snead, Accountant
David Matlock, Vice President of Institutional Advancement
Jason Corvin, Adjunct Accounting Instructor and Advisor for Wolf Grounds Coffee Shop
Dawn Jessee, Administrative Assistant to President

Attendee

Duffy Carmack, Chief Financial Officer, Southwest VA Higher Education Center

Staff Absent

None

Call to Order

Jamey Rector, Chair, presided and called the meeting to order.

Approval of Minutes

Upon motion of Ron Morgan and seconded by Bill Rush, **the Board unanimously approved minutes of November 8, 2012 (No. 274).**

Public Comments

No public comments were presented.

New Business

Dr. Ron Proffitt reported the following:

The VHCC student Legislative Visits were successful in providing students an inside look at the legislative process and how it works. Students met with local legislators/representatives in Richmond.

The Workforce Training Center is currently on hold due to additional Tobacco Indemnification Commission initiated study conducted with Commonwealth Center for Advanced Manufacturing (CCAM). A letter requesting Regional Workforce Center to be located in Southwest Virginia region was submitted to Delegate Terry Kilgore. VHCC- Abingdon is an ideal location with proximity to Interstate 81 and availability of several buildings with 70,000 to 90,000 square feet of space. VHCC President, Workforce Center Dean, and VP of Institutional Advancement are meeting with the top ten industries in our locality to find out what their "wants" and needs are and devising plans and programs to meet these requirements.

Action: Dr. Proffitt will provide to Board Members a list of potential programs that a Workforce Training Center could provide.

The VHCC Budget goals have been met with the retirement of sixteen faculty and staff members. These retirements are effective June 1, 2013. The college is moving from three divisions to two divisions and will utilize more adjunct faculty and focus on connecting them to the college. A retirement party will be held on May 6 and invitations will be mailed to all board members.

Upon motion of Ron Morgan and seconded by Virgil Wimmer, the **Board unanimously approved Student Graduation Speaker, Erika Cashwell and Alumni Graduation Speaker, Leah Ross.**

Bill Rush, on behalf of Distinguished Service Committee and Chairman, recommended Mountain States Health Alliance as recipient of VHCC 's 2013 Distinguished Service Award. **Ron Morgan made a motion to approve, seconded by Virgil Wimmer and unanimously approved by the Board.**

Upon motion of Virgil Wimmer and seconded by Susan Long, **the Board unanimously approved the recommendation of Professor Emeritus to David Wilkin, Debbi Clear, Jim Johnson, and Classified Staff Emeritus to Deborah Hale.**

Department Updates

Spring Enrollment 2013

Dr. Hara Charlier reported that the college had budgeted for a 10% Spring decrease but enrollment was only down 2.71%. FTE is down 41 students compared to Spring 2012. The smaller than expected decrease could be the result of increase in dual enrollment and better retention rates in Nursing program and developmental Math and English classes. All 23 community colleges in Virginia are down in enrollment for Spring 2013.

As a result of HB 1184, the Dual Enrollment Scholars Program through VHCC will now offer an agreement for high school students to sign acknowledging that they are interested in a General Education Certificate or a General Studies Degree. This will assist Stacy Thomas, Dual Enrollment Coordinator, with scheduling of classes

Board member, Bill Rush, provided information that two four-year colleges, King and Virginia Intermont were offering on-line classes in Marion. Mr. Rush recommended that the college partner with Wytheville Community College to review outreach program in that area and include Dual Enrollment communication with high school parents.

Workforce Training and Continuing Education

Melinda Leland reviewed activity report for Workforce Training and Continuing Education. VHCC is currently serving 55-60 students through the On-Ramp program and Adult Career Coach grant. As follow-ups to November College Board action items: (1) Melinda Leland reported that Southwest Virginia Alliance for Manufacturing (SVAM) website provides data for trade salaries and has hired a new director and (2) we will work to make SAT information and other training information visible on the website as those training dates occur.

Institutional Advancement Educational Foundation

David Matlock provided the Institutional Advancement division monthly report during the lunch in NEB 120.

Finance and Administrative Services

Construction Projects Update

Christine Fields, VP of Financial & Administrative Services reviewed the following:

- Parking Lot 5 construction is completed and the first motorcycle and trike class will be held on Saturday, March 23, 2013.

A memorandum of request for an additional \$75,000 for unforeseen soil issues and related fees was presented to the College Board. Samples were taken but the soft soil was not found in the original soil borings. **Ron Morgan made a motion to approve the transfer of funds from VHCC Bookstore closeout to Parking Lot Improvements, Tom Hicok seconded and was unanimously approved by the Board.**

Personnel Report

Laura McClellan, Human Resource Manager, reviewed the following personnel report:

NEW HIRES:

James E. Henegar, Housekeeping Worker, effective October 29, 2012

Jill C. Sly, Housekeeping Worker, effective November 12, 2012

Ronald D. Hodgson, Housekeeping Worker, effective November 14, 2012

TRANSFER:

Ella M. Ratcliffe, TRIO Secretary, effective January 10, 2013

RETIREMENTS:

Gary W. Aday, Assistant to the Dean, Business Humanities & Social Sciences/ Associate Professor, Communications, Speech & Theater, effective June 1, 2013

Carolyn A. Bales, Financial Aid Advisor, effective June 1, 2013

Charles H. Boling, Coordinator, Instructional Support Services, effective June, 1 2013

David S. Collins, Associate Professor, Economics, effective June 1, 2013

Schery L. Collins, Assistant Professor, Mathematics, effective June 1, 2013

Joyce P. Crusenberry, Library Reference & Periodicals Assistant, effective June 1, 2013

Stanley L. Ferrell, Associate Professor, Information Systems Technology, effective June 1, 2013

Ronald E. Frye, Associate Professor, Electricity, effective June 1, 2013

Ben H. Jennings, Associate Professor, English/Arts Array Coordinator, effective June 1, 2013

Dixon Joyce, Professor, Accounting & Business Management, effective June 1, 2013

Joyce A. Lindsey, Office Manager, Business, Humanities & Social Sciences Division, effective June 1, 2013

Kenneth L. McGlothlin, Professor, Machine Shop, effective June 1, 2013

Jerry A. Musick, Testing Center/Audio Visual Manager, effective June 1, 2013

Gary A. Thomas, Associate Professor, Drafting & Computer Aided Design, effective June 1, 2013

Alma Z. Rowland, Dean, Business, Humanities & Social Sciences, effective June 1, 2013

Barbara M. Johnson, Administrative Assistant, Vice President of Instruction and Student Services, effective July 1, 2013

*2012-2013 Budget Status and
Status of 2012-13 Localities Appropriation Funds Budget*

Mary Snead provided the Board with the status of the 2012-2013 Budget and the Localities Appropriation Funds budget. Current projections indicate that college will end fiscal year 2012-2013 with a \$556,264 operating surplus. These funds will be carried forward to the next fiscal year for development of new programs and projects. The Washington County and City of Bristol have paid allocated funding through the third quarter and Smyth County has paid through the end of the year.

Old Business

No old business was presented.

Board Discussion

No board discussion.

Next Meeting Reminder

The next College Board meeting will be on Thursday, May 2, 2013 with lunch at Noon followed by the formal meeting.

Adjourn

The meeting adjourned at 2:35 p.m.